

PROOF OF CLAIM

STEP 1 Choose **Bankruptcy** from main menu

STEP 2 Choose **Claim Filing** category

STEP 3 Enter case number in the appropriate field and the Last/Business Name of the creditor in the Name of Creditor box - DO NOT change “type” of creditor; click [NEXT] to search

Search Hints for Creditor Database


- Searching is case sensitive.
- Include punctuation.
- Partial names can be entered.
- Significant words or names are effective (Radio for Radio Shack or Northwest Radiology).
- Try alternate search clues if your first search is not successful.
- Wildcards (*) are not required but may be used.

STEP 4

IF	AND	THEN
Creditor HAS been added to case	Address is CORRECT	Click [NEXT]; proceed to Step 5

Creditor HAS been added to case	Address is INCORRECT	Proceed to STEP 5. Enter applicable information and enter Address on Proof of Claim differs from address in creditor database in the remark field.
IF	AND	THEN
Creditor has NOT been added to case		<p>A). Click [ADD CREDITOR]; the case number will fill in automatically; click [NEXT].</p> <p>B). Enter the creditor's information; click the [LAST ENTRY] radio button; click [NEXT].</p> <p>C). Click [SUBMIT].</p> <p>D). Click [FILE A PROOF OF CLAIM] to proceed to the Creditor Search screen; return to Step 3.</p>

STEP 5 Enter information where applicable on Proof of Claim Information screen.

- TIPS:**
- Use *amends* or *duplicates Claim #* fields only when appropriate.
 - Always select *Creditor* in "Filed By" field.
 - Enter the amount(s) of the claim in the appropriate fields: Secured, Unsecured or Priority; the total field will automatically calculate.
 -  *TIP - Amounts must be entered without a dollar sign (\$).*
 - DO NOT complete "Description" filed.
 - If creditor's address on proof of claim differs from that in the creditor database, please enter **Address on Proof of claim differs from**

address in creditor database in the “Remark” field. Otherwise leave this field blank.

Click [NEXT]

STEP 6 Upload PDF file and any attachments; click [NEXT]



TIP - No description is necessary if adding attachments.

STEP 7 **Notice of Electronic Claims Filing** displays